DEPT/BOARD: Recreation Commission Meeting

DATE: October 28, 2019

TIME: 7:00 p.m.

PLACE: Burlington High School – School Committee Room

AGENDA

7:00 p.m. Call Recreation Commission Meeting to Order

Approval of Minutes – September 23, 2019

Public Participation

Director of Parks & Recreation Report

Parks Superintendent Report

Programming Report

Chairman’s Report

Subcommittee Report

New Business:
  Revolving Account Expenditures

Old Business

Executive Session

Adjourn

NEXT MEETING: NOVEMBER 25, 2019
Burlington Parks & Recreation Commission
Meeting Minutes
10/28/2019

Commissioners in Attendance:
Chair Kevin Sullivan, Commissioner Kevin Sheehan, Vice Chair David Norden, Commissioner Paul Raymond, Commissioner Tom Murphy

Staff in Attendance:
Director Brendan Egan, Superintendent of Parks & Recreation Maintenance Richard Cote, Program Coordinator Kelly Lehman

Absent:
Chair Sullivan called the meeting to order at 7:00 pm in Committee Room 121 of Burlington High School at 123 Cambridge Street, Burlington, MA, followed by the Pledge of Allegiance.

Chair Sullivan announced that the meeting is being recorded for BCAT

Minutes:

Approval of Minutes:
Chair Sullivan called for motion to approve the Minutes for September 9th, 2019. Commissioner Norden made the motion; seconded by Commissioner Sheehan.
VOTE: 5-0-0

Public Participation
None

Director of Parks & Recreation Report
Director Brendan Egan presented

Field Maintenance / Fertilization
On September 23, Wildwood and upper Rahans fields were top dressed, aerated, and over-seeded for the Fall. These fields were the only ones scheduled for top dressing. By October 24th, all the fields were fertilized, and we they are planning to be over-seeded one more time before the cold weather arrives. Once the soccer season is over, the soccer goal mouths will be worked on. The fields have been responding to the fertilization and maintenance program and are improving greatly.

Chair Sullivan stated that he would support more funds in the future for the program to maintain the fields.

Director Egan mentioned that the Department’s goal is to bring the fertilization and maintenance program in-house.

Simonds Park - Lighting Project Update
The lighting project experienced a few delays in September after the foreman hurt his back. The project was on schedule until Tuesday, October 22. While installing the last pole, which had a double cross arm, one of the fixtures got caught in the rigging of the crane and snapped off. The project manager informed Director Egan and contacted Musco to have a new fixture sent out immediately. During the installation of the last pole, they also realized they needed a larger crane, due to the double arms on the
pole. They secured a larger crane and will be ready to install the last pole on Wednesday. Simonds Park should have lighting by the end of the week.

Director Egan complimented the contractor, Siemens Mobility for their attention to detail, mentioning the daily routine of protecting the courts during work hours and cleaning up the area to ensure safety at the end of each day. Musco will make any necessary adjustments, once the lights are on. The wind screens will not be installed until the spring, once we get through the winter weather.

**Marvin Field - Cameras**
There’s been some unauthorized dumping of construction materials at Marvin Field. Due to this, the gates are being locked at night and will remain locked overnight until next softball season. The Challenger Program / Youth Soccer Group has a key for their use of the fields.

We are looking into cameras that are motion activated and store 7 days of data at a time. The cameras would be mounted to existing poles, are WIFI enabled and there will be a monthly fee for the plan. They would be on from April through November.

**Marvin Field - Title**
We recently heard back from Town Counsel on the title search they did on the Marvin Field property. Upon the death of Mary Cummings in December 23, 1927 the property was deeded to the City of Boston in Trust for recreational purposes. In 1954 the United States took the property for the “Nike Site” Missile System. Then, in 1964 the Town of Burlington, through the Parks and Recreation Commission took all of the land, except for what is now Rotary Field. In 1975, the United States conveyed that parcel back to the Town. Therefore, the Town of Burlington owned Marvin field, the parking lot, and Rotary. Then in 1975, when the Government was done with the Rotary area, they parcels that back to the Town. It is the opinion of Town Counsel that Marvin Field is in fact owned by the Town and they can do a bit further research and work with the City of Boston to show what Town Counsel found and ask if they agree.

**Capital Planning**
The Program Division recently met to go over the 10 year Capital Plan and prioritize the needs for the upcoming fiscal year and the years ahead. The Maintenance Division will be meeting soon to review and prioritize their needs.

**National Recreation and Park Association Conference**
Director Egan thanked the Commission once again for sending him and Kelly to the NRPA Conference in Baltimore. They had some small technical difficulties with their presentation but were able to overcome them and provide the information in the PowerPoint presentation. They received positive feedback from the participants of the session and have received a number of emails looking for more information on our programming.

Kelly mentioned that their presentation was broadcasted on the Town of Burlington Parks & Recreation Facebook page as well as by NRPA. Kelly acknowledged that the Conference was a great opportunity to present their programs to a larger audience, on a national level.

The feedback from NRPA included many positive comments on our programs and how they can be included in other communities. Kelly has been receiving many phone calls asking for help on how to run programs like Burlington. Kelly mentioned how the positive feedback and compliments are definitely a credit to the department as a whole.
Kelly reviewed and summarized the compiled evaluation information from Director Egan's presentation at the NRPA in Baltimore last month. The ratings for were higher than average for speaker rating and overall session rating. Some of the comments that he received included:

- Great to have ideas that anyone can implement. So simple. Thanks
- Burlington Parks and Rec has done some cool programs that really got the community involved. I would like to try similar programs
- This was great! So creative - we are always looking for high impact, low cost ideas for programming and this was awesome!
- Extremely useful information I am taking back to use and share with my staff.

Director Egan credited Kelly and Jessie with their involvement in preparing the presentation; and reiterated his appreciation to be able to present and to represent the Department at the Conference.

Director Egan shared his learnings about the new trends in programming for 2020 to include the use of drones for park security purposes; scanners that count the numbers of people coming and going in the park; human composting; and e-scooters. Egan spoke about park connectivity and how that was something discussed in the Open Space and Recreation Plan and the Needs Assessment. He also mentioned a presentation by the Accessibility Coordinator for New York City's Parks Department on how to make small steps to make every park accessible.

Chair Sullivan suggested to Egan to put an item on the agenda for the next meeting if he wants to instate a policy on no rented scooters.

**Parks Superintendent Report**
**Parks Superintendent Richard Cote presented**

**Schools and Parks:**
Seventy yards of fiber mulch was added to the playground areas at Simonds and Wildwood Parks. The DPW put down a new berm along the driveway at Simonds Park. We then spread loam behind the berm, graded, seeded and put an erosion control blanket on the area to protect it while the grass grows.

Work has been done on Miter 1 to get it ready to be used for adult softball and youth baseball. Throughout the Fall, clay will be added to the baseball and softball fields and spread with the renovator to prepare for the Spring season; starting with an additional 60 yards of clay being added to the baseball and softball fields at Center School.

Irrigation systems are being shut down, blown out, and meters and backflows are being removed.

**Town Common and Buildings:**
Two memorial benches were installed, one on the Common and one at Simonds Park lower.

The Common was prepped for several events in September and October including the largely attended and successful Diwali Festival and Trucktober.

**Other:**
The new Musco Lighting is nearing completion; the wading pool was winterized and covered; and holiday lights are being tested and prepped for the annual display.

Simonds Park was prepped for the Spooktacular event. Extra picnic tables, trash barrels, and recycling bins were brought to the park. Orange lights were hung in trees, and the grass along Cambridge Street was lined for parking.

**Programming Report**
**Presented by Program Coordinator Kelly Lehman**

**Special Events**
The fourth quarter is our busiest season for special events; so far we have held the following:

- **Trucktober:** Saturday, October 5th on the Town Common. We estimate there was 1,000 in attendance throughout the day. Jessie Hampson did a great job coordinating all of the events. The band, Classic Trax, played throughout the event while participants enjoyed our backyard games, corn hole tournament, mechanical pumpkin and corn maze. There were 5 food trucks in attendance. Thank you to Jessie for putting that day together.
- **Halloween Spooktacular:** Saturday, October 26th at Simonds Park. We will have a variety of Halloween themed games, pumpkin decorating, a haunted trail, cookie decorating, 2 inflatables, a buried alive truck, and much more.
- **Breakfast with Santa:** Tickets will go on sale starting Wednesday, October 30th. Tickets for this event are $15 and are limited to the first 175 people.

Upcoming special events will be held on the following dates:

- **5K Turkey Trot:** November 23rd
- **Tom Turkey Hunt:** November 23rd
- **Tree Lighting:** December 7th
- **Breakfast with Santa:** December 8th
- **Calling Santa:** December 10th & 11th

**Professional Development**
On Friday, September 13th, our Therapeutic Recreation staff attended the Abilities Expo at the Boston Convention Center. The Abilities Expo showcases thousands of game-changing products, services, and technologies. There were several stations there to have your wheelchair tuned; some Toyota accessible vehicles and rock wall with accessible harnesses.

Kelly Lehman expressed her thanks to Emma Jones, one of the Recreation Therapists, for putting together an interactive e-newsletter. The e-newsletter showcased the latest trends in adaptive equipment and services. The e-newsletter can be found on the Department’s webpage.

**Club 55+ is now Burlington Club 50**
At the September meeting, the Club 55+ Executive Board voted to change the name of Club 55+ to Burlington Club 50. The board is looking at expanding on programs offered to those ages 50 and over.
They are working on providing more offerings in the evening and weekend hours to attract a younger demographic than what they currently have.

**Winter Brochure**
The program staff have been working on finalizing the information for the winter brochure. We anticipate that registration for winter programs will be held in mid to late November. Once a registration date is selected, we will announce it on all the social media platforms.

**Chairman’s Report** – Chair Sullivan attended the Open Law Meeting. He indicated the need to change our usage of the word “subcommittee” because it is defined as 2 or more people and minutes of the subcommittee meetings need to be taken. Commissioner Murphy suggested the word “liaison” may work.

**Sculpture Park** – Commissioner Sheehan stated that the committee will be going in front of the selectman on November 4th to get approval for the location of the sculptures.

**DPW Building** – Commissioner Norden
The bid is coming up. Although the two projects were combined to save money, it’s still coming in at about 6% over. Commissioner Norden suggested the need to have some scale backs but the plan is still to go forward at this time. The General Contractor’s submissions are due next Thursday and the subcontractors bids are due the week after. There are 5 solid General Contractors that took out bid packets and we are hopeful to get a good bid.

**Subcommittee Report**
Commissioner

**New Business**

**Revolving Account Report / Expenditure Request**

**Leaf Box**

Director Egan proposed an expenditure from the revolving account of $7000 to purchase a new lightweight aluminum leaf box to be fastened to the back of our dump truck.

The leaf box is used to collect leaves and debris that are blown into the back of the truck during Fall and Spring cleanups. It is also used to collect wood chips when we are chipping tree limbs and debris. We have been making wood leaf boxes over the years but they do not stand up to the use and are difficult to install and remove each time we need it.

Director Egan requests the Commission vote to approve $7000 from the revolving account to purchase a new aluminum leaf box to be fabricated for the back of our dump truck. The new leaf box will be lightweight, have hooks for easy install and removal, and will be more durable than the wood leaf box.

Commissioner Tom Murphy made the motion; seconded by Commissioner Dave Norden. A discussion followed.

It was determined that the Aluminum Leaf Box System is necessary, and efficient; and would be utilized immediately.
Chair Sullivan asked for a vote in favor of approving $7000 from the revolving account to purchase a new aluminum leaf box.

**VOTE: 5-0-0**

**Old Business**
The Human Service parking lot is set for the Planning Board on November 7th.

The hill at the Francis Wyman Elementary School playground where the erosion blanket was installed and seeded, is growing in nicely, and establishing for winter. Two sections of the chain link fence along the driveway were removed and a new line post was added at the end. There should be no obstruction for plowing.

Commissioner Raymond suggested installing a major speed bump around Center School to make it much safer. Rich Cote also suggested using removable speed bumps for snow plowing accessibility.

**Executive Session** - none needed

The Commission discussed and agreed to cancel the next regularly scheduled meeting for Veteran’s Day. Chair Sullivan asked to entertain a motion to adjourn.
Commissioner Paul Raymond made the motion, seconded by Commissioner Tom Murphy.

**VOTE: 5-0-0**

Meeting adjourned at 8:11 pm.
The next meeting is scheduled for November 25, 2019 at 7:00 pm at Burlington High School.

Respectfully submitted,
Terese Castellano